

## Introduction

This statement sets out Portion Solutions Limited actions to understand all potential modern slavery risks related to its business and to put in place steps to ensure there is no slavery or human trafficking in its own business and its supply chains. This statement relates to actions and activities during the financial year 1<sup>st</sup> March 2022 to 28<sup>th</sup> February 2023.

## Organisational structure and supply chains

Portion Solutions Limited is part of the Portion Pack Group and manufactures different types of dry powdered ingredients, such as sugar, instant coffee, hot chocolate, salt, pepper, sweetener, beverage whitener, cereals, rice and savoury seasonings and different types of table sauces including tomato sauce, mayonnaise, soy sauce, brown sauce, salad cream, tartare sauce, mustard and vinegar in a variety of formats. The product range also includes packing of cleaning chemicals, hand wipes and pharmaceuticals.

| Component              | Origin              | Supply to PSL – direct/indirect |
|------------------------|---------------------|---------------------------------|
| White and brown sugars | UK, Europe & Africa | Direct & Indirect               |
| Other sugars           | South America & UK  | Indirect                        |
| Coffee                 | South America       | Indirect                        |
| Salt                   | UK & Europe         | Direct                          |
| Pepper                 | Asia                | Direct                          |
| Chocolate powders      | UK & EU             | Direct                          |
| Sweetener              | EU                  | Direct                          |
| Spices                 | EU                  | Direct                          |
| Cereals                | UK & EU             | Direct                          |
| Rice                   | EU, Asia            | Direct & Indirect               |
| Savoury seasonings     | UK                  | Direct                          |
| Table sauces           | UK                  | Direct                          |
| Primary packaging      | EU, UK, India       | Direct & Indirect               |
| Secondary packaging    | UK                  | Direct                          |
| Non-food products      | China, UK & Europe  | Direct                          |

We have direct relationship with most of our suppliers, which means we have greater connection to the site and possibly more influence over labour issues.

Portion Solutions also sells products produced by other Portion Pack Group companies and sourced from 3<sup>rd</sup> party suppliers to food services providers in the UK and Europe.

# Portion Solutions

All raw materials are sourced from reputable suppliers, mainly from Europe – white sugar, salt, sweeteners, chili flakes. Coffees, cane sugar, some types of rice and pepper are sourced from countries lying between the Tropic of Cancer and the Tropic of Capricorn, including Mauritius, Vietnam and Colombia. We have over 80 direct suppliers from multiple countries. Three direct suppliers are from outside Europe – Vietnam, China and India.

## **Responsibility and relevant policies**

ETI Base Code – part of Portion Solutions' core values in relation to operating our business ethically. We also expect all our suppliers to comply to the ETI Base Code.

SMETA Audit – Portion Solutions complies with SEDEX members ethical trading audit's measurement criteria and implements best practice guidelines on Anti-Slavery provisions including freely chosen employment, child labour, young workers and discrimination-free working practices.

Supplier Workplace Accountability Assessment – once a year we are subject to an assessment which promotes a unified set of global workplace standards for all workers in one of Portion Solutions' customer supply chain.

Fairtrade certified products - Fairtrade has been shown to increase standards of living and reduce risk and vulnerability for farmers and workers as forced labour is prohibited in this standard. Fairtrade Standards encourage democratic leadership, administrative efficiency, transparent accounting and improved governance. This means that farms are well represented and trust their leadership, which makes the organisation a stronger business partner within the supply chain. This is the reason why Portion Solutions is committed to offer a Fairtrade certified range of products where possible.

SEDEX – Portion Solutions is a member of Sedex which is a web-based system for suppliers to share ethical trading information with their customers and suppliers. We encourage all our suppliers to register with Sedex.

We subscribe to the principles of Stonger2gether, a multi-stakeholder initiative aiming to reduce modern slavery, particularly hidden forced labour, labour trafficking within the supply chain.

Portion Solutions operates the following policies that describe its approach to the identification of modern slavery risks and steps to be taken to prevent slavery and human trafficking in its operations:

Equality policy – the organisation is committed to eliminating discrimination and encouraging diversity amongst its workforce. Our objective is to create a working environment in which there is no unlawful discrimination and all decisions are based on merit.

Whistleblowing procedure – the organisation encourages all employees to raise any genuine concerns they might have about certain wrongdoings with the company without fear of reprisal, to provide guidance on how to raise those concerns and to enable investigation of such concerns and deal with them appropriately.

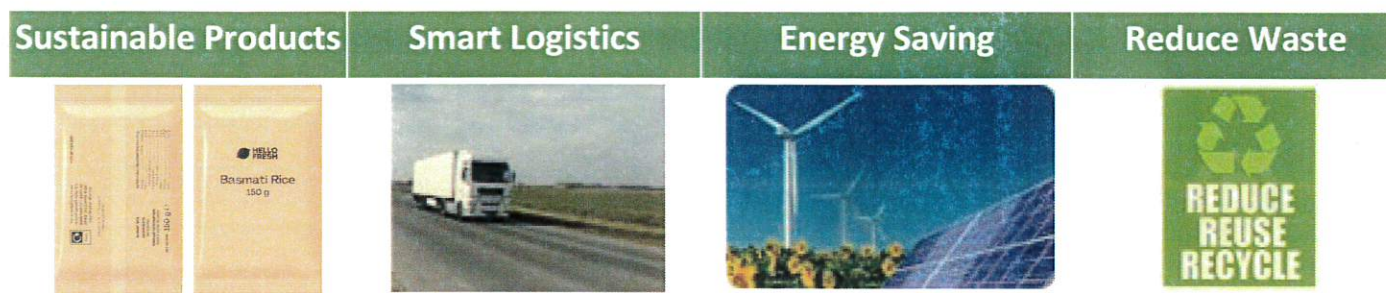


# Portion Solutions

Employee code of conduct – the organisation's code makes clear to employees the actions and behaviour expected of them when representing the organisation.

## Sustainability Plan 2023

We are constantly looking for ways to reduce waste, recycle material and reinvent what we make, do and sell to minimise our impact on the environment. We are making lots of small changes because we recognise that if we all do just a little bit more, collectively we make a big difference. We are proud of what we have achieved so far but want to do much more which is why we are investing our time and resources into finding better solutions for all of us. We recently engaged with an agency to support us and help produce our road map.



## Current due diligence

All suppliers have to go through a supplier approval process, which includes confirmation of certification and accreditation status and completion of a supplier questionnaire. Based on this we assess and review the supply chain to consider particular product and/or geographical risk of modern slavery and human trafficking for existing and new suppliers.

Using SEDEX, SMETA audit, ETI Base Code and the Portion Solutions Ethical Trading Questionnaire, suppliers can be checked for their labour standards and compliance in tackling modern slavery and human trafficking.

The supplier audit and certification schemes provide a good basic understanding to evaluate our supply chain, but we went one step further and created supplier risk profile. This helps us to identify suppliers from higher risk areas and where we need to put more focus on obtaining information.

Where Portion Solutions identifies indicators of modern slavery in its supply chain, it will work with the relevant supplier to help implement effective measures to address the issue. If compliance with the code is suspected or proven to have been breached by any supplier, Portion Solutions reserve the right to request open and effective cooperation with verification, corrective remedial actions as well as the final option to terminate the commercial agreement.

# Portion Solutions

## Training and effectiveness

We have introduced in our new employee started pack section about modern slavery awareness. This way we make sure every employee is being made aware how to spot the signs of possible victim and where to report any concerns.

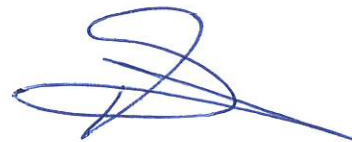
## Plan for 2023

- Just over 90% of our suppliers is already registered with Sedex and we will try encourage remaining suppliers to sign up as well. We also ask those suppliers to complete our Ethical Trading Questionnaire.
- We will focus on suppliers with the high risk profile score and try to obtain more information about their supply chain to determine the risk of forced labour.

This statement was approved by the Board of Portion Solutions Limited



Nick Fox  
Managing Director



Robert Thomson  
Operations Director

**August 2023**